

# Community Eligibility Provision (CEP)

---

**Marianna Chauvin**

Director of School Support

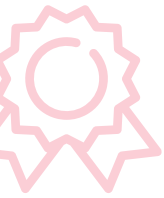
[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Oct 2022





1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

CEP Overview

Eligibility Requirements

Determining Eligibility and Federal Reimbursements

Miscellaneous

How to Apply

# Overview

---

CEP

Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended Section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)) to provide an alternative to household applications for free and reduced price meals in high poverty local educational agencies (LEAs) and schools. This alternative is referred to as the Community Eligibility Provision (CEP).

- Any school participating in the National School Lunch Program (NSLP) and meeting the eligibility criteria to elect the CEP may participate.
- CEP is a four-year reimbursement option for eligible LEAs and schools that have an Identified Student Percentage (ISP) of 40% or higher.
- LEAs and schools may *opt in* or *opt out* at any time during the 4 year cycle.
  - Should notify the SA no later than June 30<sup>th</sup> prior to the school year



- Meet a minimum level (40%) of identified students for free meals in the year prior to implementing the CEP;
- Agree to serve free lunch and breakfast meals to all students;
- Not collect free and reduced price applications from households in participating schools;
- Maintain a total count of breakfast and lunches served to students at the point the students receive the meal.
- Agree to cover with **Non-Federal funds** any costs of providing free meals to all students above amounts provided in Federal assistance.

## What may be counted as “funding from non-Federal sources”?

- Any funds other than Federal reimbursement available to the nonprofit school food service account may be used.
- Examples of non-Federal sources include, but are not limited to:
  - profits from extra food sales,
  - cash donations,
  - and in-kind contribution funds from outside sources such as volunteer services.

# Eligibility Requirements

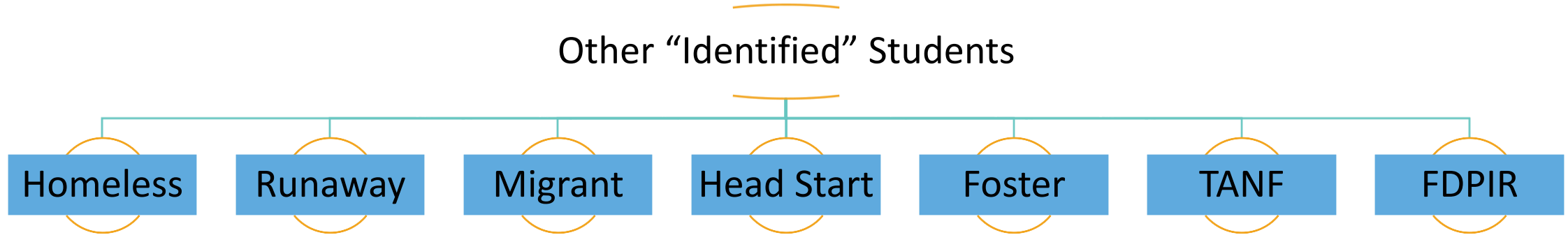
---

CEP

School eligibility is based on the number of students who meet the “Identified” definition.

“Identified students” are those students approved as eligible for free meals who are not subject to verification.

This includes, students directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP). The extension of benefits to students within the same household are also classified as “Identified Students” for the purpose of CEP.



# Determining Eligibility & Federal Reimbursements

---

CEP

- Reimbursement for meals served is based on claiming percentages derived from the identified student percentages times the multiplier\*.
- The claiming percentage established for a school is guaranteed for a period of four school years and may be increased if direct certification percentages rise for that **school, group of school, or district.**
- Multiplier: FNS is permitted to change between 1.3 and 1.6

- The Identified Student Percentage (ISP) may be determined by an individual school, a group of schools in the LEA, or the entire LEA if all schools participate
- In any case, the ISP must be 40% or higher
  - Rounding is not permitted.
- Note: Not all schools in the group or in the LEA if electing for the entire LEA have to meet the 40% threshold.



$$\text{ISP} = \frac{\text{\# of Identified Students as of April 1}}{\text{Total Enrollment* as of April 1}} \times 100$$

*\*\*\*\*The combined ISP must be 40% or greater\*\*\*\**

- Enrollment is defined as the number of students with access to the NSLP and SBP enrolled in the school as of April 1
- The Identified Student Percentage (ISP) is then multiplied by the USDA determined factor of 1.6.

## ISP x 1.6 = Free Reimbursement Rate

- The resulting answer is the percentage of total meals served reimbursed at the federal free rate of reimbursement.
- The remaining percentage of meals are claimed and reimbursed at the paid rate.
- There is no reduced rate in the CEP program.

- District A has **2000** students with access to the NSLP/SBP programs as of April 1.
- **1000** of those students are determined to be in the “Identified Student” group
- District A has an Identified Student Percentage of 50%  
$$1000/2000 = .50 \times 100 = 50\% \text{ ISP}$$
- $50\% \text{ (ISP)} \times 1.6 \text{ (multiplier)} = 80\% \text{ (free reimbursement)}$
- **Claiming Percentages: 80% Reimbursement at the Free Rate  
20% Reimbursement at the Paid Rate**

ISP x 1.6 Multiplier = Free Reimbursement

Identified Students	Enrollment	ISP	Free Reimbursement	Paid Reimbursement
40	100	40%	64%	36%
120	200	60%	96%	4%
933	1492	62.5%	100%	0%

- School districts decide whether schools will participate individually, as part of a group, or district-wide.
- Schools may be grouped in any way, as long as the group as a whole has an ISP of 40 percent or higher.
- The ISP for a group of schools is calculated as follows:
  - The sum of the identified students for the entire group of schools divided by the sum of the total student enrollment for the entire group of schools
- Districts can group schools in order to maximize federal reimbursements.

	Identified Students	Enrolled Students	Identified Student Percentage	Free Claiming Percentage
<b>Participating Individually</b>				
School A	196	340	58%	92%
School B	99	172	58%	92%
School C	116	201	58%	92%
School D	152	287	53%	85%
<b>Participating as a Group</b>				
Schools A-D	563	1,000	56%	90%

Allows school districts to estimate the federal reimbursement they will receive, taking into account anticipated participation increases and meal costs.

- Developed by USDA
- Excel Spreadsheet
- Easy to use
- Results can be printed

<https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center>

# Misc

---

CEP



- A new ISP may be established each year
- During the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year the LEA/School may select the higher of the Identified Student Percentage from
  - The year directly prior, or
  - The year prior to the first year of operating CEP

- Participating schools that meet the minimum ISP (40%) may begin a new four-year cycle (pending SA approval) after the initial cycle concludes.
- Districts/schools in year 4 with an identified student percentage of less than 40% but more than 30% may elect for an additional year (a grace year), with SA approval.
- LEAs/schools that do not meet the threshold must return to normal counting and claiming procedures the following School Year

- LEAs that have elected to participate in CEP for at least one site must notify the households of children attending CEP school(s).
- LEAs may use USDA's sample household letter to serve as the required notification.

<https://www.mdek12.org/sites/default/files/documents/OCN/sample-letter-to-households-in-schoolsdistricts-participating-in-cep.doc>

- CEP participating districts should continue to conduct direct certification at least three times annually.
- Benefits
  - Increased Identified Student percentage
  - Number of meals claimed at the FREE rate in subsequent years increases
- Must perform required “Special Provision Match” requirements annually

- **No! Since applications are not collected, LEAs are exempt from verification for the schools electing CEP.**
- Even so, All LEAs, including LEAs with all schools exempt from verification requirements like CEP districts, must complete applicable sections of the Verification Summary Report

# How to Apply

---

CEP

- To participate in CEP, an interested SFA must submit the following:
  - CEP Participation Form
  - CEP Participation Worksheet (*or indication on District letterhead that SFA will utilize SA data*)
- ***This information is due to the MDE-OCN***
  - ***for approval, no later than mid June***

Participation in the CEP eliminates the need for Free and Reduced Lunch forms for the purpose of the school meal program.

Meal Applications Impact:

- Title I programs
- E-rate funding
- MAEP funding
- State funding for economically disadvantaged students



- All students receive no cost meals
- Eliminates overt identification
- Improves nutrition. Potential for attendance and test score improvement.
- Reduces paperwork
- Simplifies meal counting and claiming
- Potential labor savings
- Increased participation

Contact the School Support Helpdesk at:  
601-576-5000

Visit the CEP webpage at:

[https://www.mdek12.org/OCN/SS/community-eligibility-provision-\(cep\)](https://www.mdek12.org/OCN/SS/community-eligibility-provision-(cep))



# Marianna Chauvin

Director of School Support

[mchauvin@mdek12.org](mailto:mchauvin@mdek12.org)

[mdek12.org](https://mdek12.org)



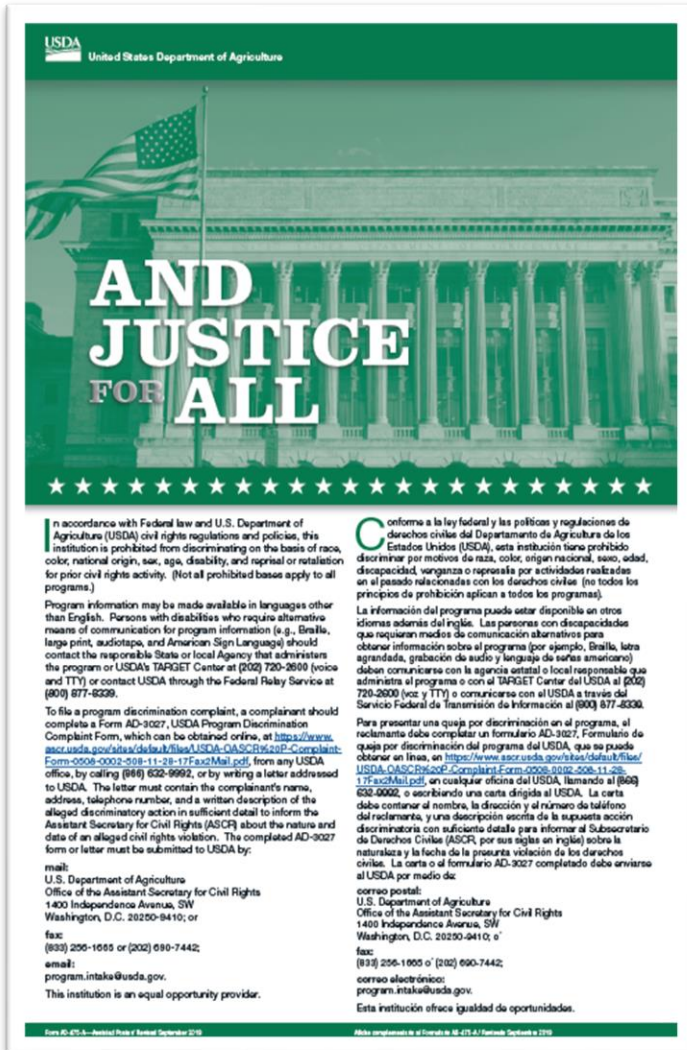
MISSISSIPPI  
DEPARTMENT OF  
EDUCATION



This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



The poster features the USDA logo at the top left, with the text "United States Department of Agriculture" below it. The background is a green-tinted image of a classical building with columns and an American flag. The title "AND JUSTICE FOR ALL" is prominently displayed in white, bold, sans-serif font. Below the title is a row of white stars. The main body of the poster contains two columns of text, one in English and one in Spanish, detailing the USDA's non-discrimination policy and providing contact information for filing a complaint. At the bottom, there are two small lines of text: "Form 427-S - Revised March 2014" and "Este cumplimiento es el requisito de 42 CFR 200.27(a) - Fecha de Edición: 2/10".

**AND JUSTICE FOR ALL**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ams.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-26-17%20Mail.pdf>, from any USDA office, by calling (800) 638-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:  
(800) 256-1005 or (202) 690-7442;

email:  
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra grande, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.ams.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-26-17%20Mail.pdf>, en cualquier oficina del USDA, llamando al (800) 638-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o

fax:  
(800) 256-1005 o (202) 690-7442;

correo electrónico:  
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form 427-S - Revised March 2014

Este cumplimiento es el requisito de 42 CFR 200.27(a) - Fecha de Edición: 2/10

# Questions

